



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Colorado River Valley Field Office  
2300 River Frontage Road  
Silt, Colorado 81652



## **Special Recreation Permit Transfer Requirements for the BLM-Colorado River Valley Field Office 2012**

Any potential business sales which would involve transferring your SRP must follow this policy in order to be considered for a valid permit transfer. SRPs cannot be sold nor can the permit have any value placed on it as part of a pending business sale.

Failure to follow the established policy may result in transfer denial. It is the authorized existing Special Recreation Permit holder's responsibility to initiate required actions and ensure all policy requirements are met prior to any SRP transfer approval.

Transfer of SRP Policy (Excerpt from BLM National Recreation Permit Administration Handbook, H-2930-1):

If an existing commercial permittee wishes to sell or otherwise terminate his or her business and desires that permit privileges be transferred to a new owner, the permittee must notify the authorized officer in advance, in writing, and receive advance written approval for the permit transfer from the authorized officer. Failure to do so can lead to denial of the requested transfer. The existing permittee must advise the authorized officer in advance of any action that would ultimately result in a change in ownership or controlling business interest. The proposed permittee must apply for the permit following standard application procedures. The approval of a transfer is discretionary with the authorized officer. The authorized officer must consider the following items in determining whether to allow the permit transfer:

- a. Adequate documentation must be provided to the authorized officer that a bona fide business transfer or sale is intended. The transfer or sale must include a substantial portion of the equipment and other tangible assets needed to conduct the business. No value may be attached to a permit. Any attempted transfer or sale of authorized use alone shall not be allowed. BLM will use standard business valuation methods to assess whether the transaction is an actual sale of a business rather than a sale of a permit.
- b. The current permittee must have operated at an acceptable standard for at least one full year prior to the transfer request. The permit must be in good standing with all fees paid and no unresolved issues or concerns.
- c. Transfer of permit allocation is limited to no more than the highest historical use over the permit period.
- d. The proposed permittee must provide a written operating plan to the authorized officer, including any anticipated operational changes from the present permittee.
- e. A permit that is transferred may contain terms and conditions, and/or allocations which are different from the original permit. BLM can make significant changes to the permit at our discretion.

Requirements needed from existing permittee holder to initiate transfer:

1. Written letter from existing permittee notifying the BLM of a change in ownership or controlling business interest. Letter must include a request to transfer permit to new owner/business.
2. Adequate documentation must be provided to the authorized officer that a bona fide business transfer or sale is intended.

After the BLM reviews the above requirements, the BLM will either approve or deny the initial request to begin the permit transfer process based on if the permit is in good standing. Good standing is determined through a performance evaluation process and through previous use and payment history.

If the BLM approves the initial request to begin the permit transfer process, the following requirements will be needed from the new owner/business:

1. Application Form
2. Operating Plan
3. Sign Standard Terms, Conditions and Stipulations
4. Maps of all proposed operations, including staging and camping areas, and starting and ending locations
5. \$100 permit transfer fee
6. A Business Plan: A detailed business plan provides the BLM a basis to evaluate the proposal and effectively determine whether the proposal is consistent with management objectives. The BLM expects a detailed plan that addresses the following:
  - A description of the business: include the products and services that you will offer and your knowledge of the industry
  - A geographic analysis: include a discussion of the advantages and disadvantages of the location where you are proposing your business, and what your approach will be to overcome any problems posed by the location (include any privately owned or leased lands)
  - A market analysis: describe your anticipated market (age, hobbies, income, local, regional, national, international, etc.), describe the size of the current market and potential for growth in demand, and discuss your advertising strategy (how, when and where)
  - A competitive analysis: identify 3 or 4 of your competitors, discuss their strengths and weaknesses, discuss why you will be able to compete and capture a share of the supply side of the market. Evaluate and appraise if existing permittees are providing the service in the proposed area or region, not completely serving the current demand, and are going to be significantly impacted by the transferred use.
  - Benefits to public lands recreation: identify how your proposal enhances the opportunity for visitors to enjoy public lands and helps the BLM meet recreation management objectives. Establish that a “need” exists for the service and the proposed use area is suitable for the proposed activity. Purpose and need statement of why new permittee needs this permit transfer and how this will benefit the public.

Once these requirements are received, the BLM will process the transfer request and respond within 180 days.